

MANPOWER REQUISITION FORM

Date:

Initiated by :

Department

:

Requirement	<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> REPLACEMENT
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Requisition details-

<i>Parameters</i>	<i>Position 1</i>	<i>Position 2</i>	<i>Position 3</i>
Designation			
Qualification			
(i) Essential			
(ii) Desirable			
Skill set			
Job Description			
No. of positions			
Required by date			
Specify name, if replacement			
Age /Sex			
Cost to Company			
Experience range			
Location			

Justification for requirement (in case of non-compliance with staffing plan/difference in experience/qualification ,if replacement)

Signature of Requisitioned

Name:

Date:

APPROVING AUTHORITY:	Comments	Signature	Date
HOD			
Director			
VP HR			
Chairman			

For HR Department

Requisition completed: YES / NO

Date

Signature of Requisitioner (on completion)

Name:

Signature of HR-Manager

Human Resources Department

Requisition received by :

Date :

<i>Parameters</i>	<i>1</i>	<i>2</i>	<i>3</i>
Candidates interviewed			
Sources – Internal re-allocation replacement			
Sources – External (i) Ads (ii) Campus (iii) Consultants (iv) Referrals (v) Direct			
Short listed			
Selected			

<u>Joined</u>			
Date of joining			
Names →			

Signature of HR Manager
Name

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